



Microsoft Excel Functions and Formulas (2003/2007/2010)

Course Description

Users of Microsoft Excel are familiar with its common functions and formulas but many have yet to discover the far potential and application of these tools. In learning and maximizing its specific and relevant functions, the common and tedious tasks can be simplified and made easy. Participants will discover how to avoid common pitfalls in using them, from learning the basic facts in using formulas to mastering the usage of more complex functions.

Contents

Module 1: Basic Facts about Formulas

- Using the '\$' in Applying Formula
- Converting Formulas to Values
- Setting Formulas into Hidden Mode
- Identifying Errors in a Formula

Module 2: Working with Names

- Concept of Named Cells and Ranges
- Other Type of Names

Module 3: Logical and Information Functions

- 'Test a Condition' using Logical Functions
- Information Functions to Determine Type of Data Stored within Excel

Module 4: Array Formulas

- Concept of Array
- Array applied with Formulas

Module 5: Text Functions

- Manipulate Text Strings in Formulas

Module 6: Dates and Times Functions

- Analyze and Work with Date and Time Values in Formulas

Module 7: Math and Trig Functions

- Convert Tackle Problem Encountered in Difference Variance Calculation
- Types of Rounding and Getting Randomize Numbers

Module 8: Counting and Summing Functions

- Various Ways of Summing and Counting Items in a Worksheet

Module 9: Lookup Functions

- Find Values in Lists or Tables.
- Uploading Data to a Master List

Performance-based Objectives

At the end of the programme, participants will be able to:

- Understand the four common cell references
- `Test a condition` using Logical Functions especially the `IF` Functions that performs simple decision making capabilities
- Determine type of data stored within Excel
- Learn concept of array
- Manipulate text strings in formulas
- Analyze and work with date and time values in formulas
- Convert tackle problem encountered in difference variance calculation, types of rounding and getting randomize numbers
- Know the various ways of summing and counting items in a worksheet
- Automate the uploading of data to a master list

Course Pre-requisites

Participant should have the basics of Windows and experience working with Microsoft Excel.

For further enquiries, please contact:



Ms Josephine / Pn Saziahyati

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

Visit us at www.fmm.edu.my

SBL Scheme

Administrative Details

Programme Title: **Microsoft Excel Functions and Formulas (2003/2007/2010)**

Dates : **January 21 - 22, 2014 ; February 20 - 21, 2014 ; March 18 - 19, 2014 ; April 8 - 9, 2014 ; May 20 - 21, 2014; June 19 - 20, 2014**

Duration: 2 days

Time : 9.00 am – 5.00 pm

Venue : Suite 37-8,
The Boulevard Midvalley City
Lingkar Syed Putra
59200 Kuala Lumpur

Fees : FMM Members – RM 850 Non Members – RM 950

(Fees include course materials, Certificate of Attendance and refreshments. Lunch is not provided.)

Registration is on a first-come first-served basis. Cheques made in favour of the “**FMM Institute**” should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 5 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be

Registration Form

Microsoft Excel Functions and Formulas (2003/2007/2010)

The Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

Please tick (√) accordingly:

Date

Jan 21 - 22, 2014

Feb 20 - 21, 2014

March 18 - 19, 2014

April 8 - 9, 2014

May 20 - 21, 2014

June 19 - 20, 2014

PSMB Scheme

SBL

Non-Contributor

Dear Madam,

Please register the following participant(s) for the above programme.

(To be completed in BLOCK LETTERS)

1) Name

Designation

E-mail

Nationality

IC No.

2) Name

Designation

E-mail

Nationality

IC No.

3) Name

Designation

E-mail

Nationality

IC No.

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____ being payment for ____ participant(s) made in favour of the **"FMM Institute"**.

Submitted by:

Name

Designation

E-mail

Company

Address

FMM Membership No.

My Corporate Identity No.

Tel No.

Fax No.

Date

Panel of Trainers

Any one of below trainers will facilitate the programme.

Ms Chan Phooi Lai

Professional Qualifications

Bachelor of Economics, Majoring in Accounting, La Trobe University, Australia
Graduate Diploma in Business in Computing, Monash University, Australia

Experience

Ms Chan Phooi Lai has over 12 years of working experience in conducting IT training programs. She specializes in developing IT courses tailored to financial professionals, particularly in the Microsoft Excel software. Ms Chan has trained more than 1500 financial professionals over her 12 years working experience as a trainer and consultant. Ms Chan was involved in financial tasks in ATI Coburg, Australia prior returning to Malaysia.

Pentawise Sdn Bhd – Training Consultant (2004 – Present)

Training up new trainers and developing new courses as well as customizing courses accordingly to the needs of customers. Conduct training on Microsoft applications with emphasis on courses for financial professionals. Been running classes for MIA (Malaysian Institute Of Accountant) members since freelancing time.

Freelancer – Training Consultant (2000 – 2004)

Conduct customized courses for customers especially those in Finance sectors.

Training Consultant (1996 – 2000)

Conduct training on Microsoft courses, with emphasis on Visual Basic programming and Visual Basic for Applications. Provide technical support for internal staff and corporate customers. Develop course notes for Microsoft desktop application courses.

Software Training Instructor (1995-1996)

Developed notes for basic IT courses. Conducted IT training and provided system support for corporate customers.

A.T.I. Coburg, Australia – Account Assistant

Assisted in all accounting activities, such as handling invoicing, petty cash, journals, double-entries and printing of reports for management.

Ms Yong Pui Kim

Professional Qualifications

BSc. Computing Studies, Staffordshire University
Certified Novell Instructor (CNI)
Certified Novell Engineer
Microsoft Certified Trainer
Microsoft Certified System Engineer (MCSE)
Train the Trainer (TTT) - PSMB

Experience

Pentawise Sdn Bhd (2008 – present)

Ms Yong Pui Kim has more than 15 years of hands-on experience in training particularly in Networking for both the Microsoft Network System and Novell Network System. She currently specializes in conducting Microsoft Office Training from version 2000 to version 2010.

Her 15 years of training includes hands-on experience as a system engineer in managing network systems for clients of a system integrator company in Malaysia and Hong Kong. She is also experienced in developing and customizing training manuals.

Mr Ricky Chan

Professional Qualifications

Bachelor of Computer Science (Honours), University Sains Malaysia
Microsoft Certified Trainer (MCT)
Microsoft Certified Systems Engineer (MCSE) 2003
Microsoft Certified Database Administrator (MCDBA)
Microsoft Certified Professional (MCP)

Experience

Mr. Ricky has more than 5 years of experience in conducting training on Microsoft and Linux operating systems, Microsoft SQL and Visual Basic programming courses. He also provides technical support for internal staff and corporate customers.

Ardent Solution - Senior Consultant (1998-2003)

Mr. Ricky provides IT consultancy to customers from various industries. He specializes in firewall implementations and e-mail systems. He also specializes in software integration to provide total solutions for customers. Mr. Ricky has a broad knowledge of operating systems, network architecture and systems implementation.

OpenSys - Consultant

Mr. Ricky was a vital member of the systems team that is responsible for providing professional services to customers such as NCR in the implementation and support of Branch View delivery system (BDS) – a bank tellering front end for several banks in Malaysia running on Windows NT 4.0.

He is heavily involved in a web based tellering front-end project for Regio Bank, a subsidiary of ING group, in the process of security hardening, systems technical testing and load regression testing the system to meet strict requirements for the bank. He helped produce the systems security architecture for securing both the operating systems and application. He was also highly involved in providing the knowledge for securing against system failures through the usage of high availability techniques such as clustering and load balancing. He was frequently absorbed in to other project teams to provide technical and systems knowledge and views to solve problems faced during project implementation.

Apart from systems solutions, Mr. Ricky is also involved in software development projects such as developing and customizing the software for a self service cheque deposit machine for Standard and Chartered Bank Brunei. He was also involved in the development and customization of a workflow system used in an insurance claims system.

Ms Mak Yoke Lai

Professional Qualifications

Advanced Diploma in Computer Studies
Informatics College
B.Sc (Hons) Computing
University of Portsmouth, United Kingdom
Master of Computer Science
University of Malaya

Experience

Ms Mak Yoke Lai has over 10 years of working experience in conducting IT training programs.

She has a wide variety of experience in both the professional industry as well as the commercial world. She is also a consultant and lecturer for college and university to conduct the IT Degree course, NCC Diploma, Business Diploma and E-Commerce. She has extensive knowledge in Microsoft Excel as she was involved with training projects for employees of Petronas, Sony Malaysia and Freescale.

Ms Sam Ong

Professional Qualifications

Certified CAD Instructor (AutoDesk)
Certified Novell Instructor (CNI)
Certified Lotus Administrator and Application Development & Certified Lotus Instructor (CLPP- SA, AD, CLI) – R4, R5 & R6
Certified Train the Trainer (TTT)- PSMB
Certified IBM Instructor
Adobe (Macromedia) Instructor
Microsoft Certified System Engineer & Microsoft Certified Database Administrator (MCSE & MCDBA)
Certified ISO Auditor

Experience

Pentawise Sdn Bhd – Training Consultant (2007 – Present)

Ms Ong has over 19 years of working experience in conducting IT training programs in Malaysia & within the Asia Pacific Region.